

Long Beach Community Foundation Seeks Community Assistant (Part-time)

Qualifications:

- Knowledge of MS Word
- Good communication skills
- Able to schedule and coordinate travel and meeting arrangements
- Strong skills in areas of organization, attention to detail, interpersonal communication, and diplomacy

General Information:

- Will assist the Knight Foundation's local community advisory committees and others as requested
- Will coordinate meetings and perform tasks for the advisory committees, grantees, and others
- Salary DOE

Contact:

- [Apply online at VOS. Click here to be connected to VOS.](#)
- [Click here for details on VOS Assessment & Resume Builder/Assistance.](#)

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)



Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org